

Continuing Education for New Jersey Public Health Professionals

PROGRAM INFORMATION, APPLICATION AND INSTRUCTIONS FOR SPONSORS



Richard J. Codey
Acting Governor

Division of Local Public Health Practice and
Regional Systems Development

Workforce Development Program



Fred M. Jacobs, M.D., J.D.
Commissioner



State of New Jersey
DEPARTMENT OF HEALTH AND SENIOR SERVICES

PO BOX 360
TRENTON, N.J. 08625-0360

RICHARD J. CODEY
Acting Governor

www.state.nj.us/health

FRED M. JACOBS, M.D., J.D.
Commissioner

Dear Course Sponsor:

The field of public health is dynamic. In order to provide an improved, modernized and more efficient public health system, the New Jersey Department of Health and Senior Services and the Public Health Council have adopted new Public Health Practice Standards that became effective on February 18, 2003.

Historically, Health Officers and Registered Environmental Health Specialists have been licensed by the Department under the provisions of *N.J.A.C. 8:7, Licensure of Public Health Positions*. *Public Health Practice Standards of Performance for Local Boards of Health in New Jersey N.J.A.C. 8:52-8.4*, requires that local health departments ensure that all public health professionals attain a minimum level of continuing education annually. Continuing education courses for Health Officers, Registered Environmental Health Specialists, Directors of Public Health Nursing, Public Health Nursing Supervisors and Field Representatives Health Education are pre-approved through the Continuing Education and Licensing Unit of the Workforce Development Program. While, staff level Public Health Nurses, Health Education Directors and Health Educators require the achievement of field-specific continuing education through courses approved by their respective **credentialing** bodies, courses under this program may, in part, satisfy these requirements.

Applications for course approval and continuing education credit **must be** completed and submitted for approval no less than 30 days prior to the date of the first session. **To be considered for continuing education approval, the application must include: 1) the course agenda, 2) speaker's curriculum vitae, and 3) the goals and objectives of the presentation.** The course curriculum must address the core competencies in the practice of nationally recognized essential public health services as contained in Appendix E of *Public Health Workforce: An Agenda for the 21st Century*. Please refer to our website for additional information. In general, the more information regarding the course that you submit, the more efficient and expeditious will be the approval process. To assist in expediting the application process, **please read and follow the enclosed application instructions.**

Courses will be approved based upon their goals and objectives as either leadership/management (LE), regular continuing education (CE), or a combination of both (CE/LE). Although, LE credits are not required for everyone, all public health professionals may obtain these credits.

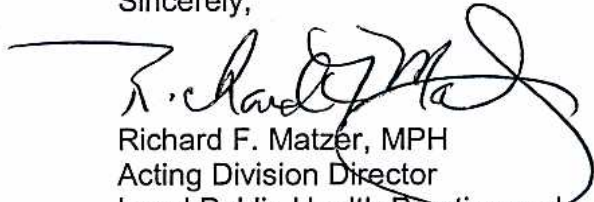
To provide course sponsors with a more defined understanding of leadership education and assist in meeting the requirements for approval of courses for Leadership credits (LE), the Workforce Development Program has developed the enclosed document entitled "Guidelines for Leadership (LE) Continuing Education Credits". Please adhere to these guidelines when completing your course applications. In addition, as we begin to explore and develop public health community partnerships and systems under Public Health Practice Standards, all course sponsors are strongly encouraged to prepare joint leadership courses involving public health professionals and community leaders.

Upon completion of the course, it is required that you forward the course evaluations and attendance record to the Continuing Education and Licensing Unit of the Workforce Development Program. All certificates of attendance issued by sponsors **must** include the course number and total number of approved CE and/or LE contact hours.


If you have any questions regarding the continuing education approval process, please visit our website (<http://www.state.nj.us/health/lh/olh.htm>) for further information and where *Licensure of Persons for Public Health Positions*, (N.J.A.C. 8:7), Appendix E, and the course application can be downloaded. Additionally, *Public Health Practice Standards*, N.J.A.C. 8:52, can be found on our website. Further assistance can be obtained by contacting the Continuing Education and Licensing Unit of the Workforce Development Program at (609) 292-4993, Monday through Friday from 9:00 am – 5:00 pm or by telefax at (609) 292-4997.

Thank you for your interest in the continuing education of New Jersey's public health professionals.

Sincerely,



Richard F. Matzer, MPH
Acting Division Director
Local Public Health Practice and
Regional Systems Development



Parvin Ahmad Khanlou, Ph.D.
Coordinator
Workforce Development Program
Local Public Health Practice and
Regional Systems Development

GUIDELINES FOR LEADERSHIP CONTINUING EDUCATION CREDITS
New Jersey Department of Health and Senior Services
Division of Local Public Health Practice and Regional Systems Development

Purpose: These guidelines have been designed to assist course sponsors in developing a program that will meet the Department of Health and Senior Services criteria for leadership education credits.

Definitions of Leadership:

1. The art of getting others to want to do something you believe must be done.
2. "Leadership is creativity in action... is based on respect for history and the knowledge that true growth builds on existing strengths...it in part is visionary endeavor...it requires the fortitude and flexibility necessary to put vision in action..." Lowe Rowitz.
3. Leadership is utilizing skill sets and objectives in order to produce a collective response from a group. It requires but is not limited to being able to have vision and transition from one place (present) into a future.
4. Managers focus on maintaining a system efficiently. Leaders act as agents of change propelling their institutions into the future.
5. Leadership must have a visionary aspect, a sense of mission and be an effective change agent.

Leadership has many definitions, however the underlining theme is to facilitate a group in transitioning from one place into a future scenario. The Leadership education criteria focuses on the how and the skill sets needed in order to accomplish this goal. Leadership is a visionary process, which requires creativity as well as a sense of a mission. The only true measure of an effective leader is the success of the mission at hand. Leaders may possess many qualities such as honesty, competency, innovation, as well as risk taking; however those qualities alone do not make a leader. If a person cannot motivate others to act upon their vision, to propel their ideas to another level, they have not shown leadership. Leaders think of methods to change a system, to move from one area to another, while managers are employed to insure a system is maintained and runs smoothly. In fact, leaders may not necessarily be management, although management may be called on to lead. An effective leader also knows how to be a good manager. Many times Public Health leaders not only define their agencies practice but also help to implement those activities.

Those who are called to lead must understand marketing. Leaders must know how to "sell their vision and inspire others to accept it." In order to accomplish this, they need to know how to relate to managers and others in their work environment. Public health leaders must understand that to support health activities on all levels of government they must comprehend how to communicate effectively, how to utilize decision-making skills, and how to achieve policy development. Leaders must possess the skill to eliminate barriers between organization and community, and to construct an atmosphere where there is a shared vision and a shared value system. In order to understand the community in which they work, it is essential that public health leaders practice within the community. A key aspect of leadership involves possessing the skills to empower the community. They must recognize how to offer new paradigms when the old ones lose their effectiveness. Within the Public Health arena, leadership can be defined as moving the mission of public health into a future agenda. Present day conditions and historical knowledge are critical, but only when applied to making this evolution.

The purpose of these guidelines is to illuminate the process for accrediting leadership courses. Our goal is to ensure an understanding of how strategic thinking and planning, policy development, implementation and evaluation, advocacy, community needs assessment and risk assessment, collaboration, multidisciplinary negotiation, legal matters and issues are all facets of leadership development. We have utilized three differing sources in order to compile this guide to leadership education, which incorporates principles that concentrate on transitioning the public health agenda from the current to the future.

Courses/trainings that address how a leader uses and puts into practice any of or all of the following skills would qualify as leadership (LE) continuing education credit.

1. Strengthen public health infrastructure and its essential services to direct the necessary changes.

Necessary Skill Set - Ability to:

- (a) Assess condition of existing populace,
- (b) Assess capacity of community to address its health priorities,
- (c) Set into place procedures to reduce impact or avoid public health crisis.

2. Believe in the principle of protecting each person in the community from disease, injury and other health hazards.

Necessary Skill Set - Ability to:

- (a) Utilize outreach education in support of reaching and promoting public health principles to the community through the community,
- (b) Define values of the public,
- (c) Recognize cultural components of the community,
- (d) Assist the public to identify/define itself,
- (e) Develop into a teacher and mentor to the community.

3. Focus on Community Relations: Constructing partnerships focusing on community public health needs.

Necessary Skill Set - Ability to:

- (a) Identify current community assets and center on leading these resources,
- (b) Initiate a plan and process for building community relationships and links (keep in mind anticipated results),
- (c) Focus on equity in partnerships,
- (d) Guide process,
- (e) Be aware of and understand organizational dynamics.

4. Continue to build one's own leadership skills.

Necessary Skills Sets - Ability to:

- (a) Mentor relationships regardless of experience to strengthen others' skill sets,
- (b) Search for solutions to challenges, while valuing the attainment of knowledge.

5. Be aware of world events and act on the local level.

Necessary Skill Sets – Ability to:

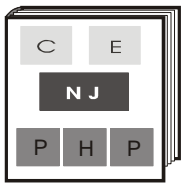
- (a) Understand how to manage “multiple allegiances”(Rowitz, p. 10),
- (a) Be aware of social forecasting and promotion.

The following chart provides sample leadership skills for different levels of public health workers.

Administrator/Supervisor and Management Staff Skill Sets:	Educator/ Senior Level Staff Skill Sets:	Public Health Care Professionals/Front Line Staff Skill Sets.
<ul style="list-style-type: none"> • Interaction with media, workforce and political organizations • Risk Communication • Time frame of verbal communication verses appropriate action • Advocacy with government and community • Developing collective partnerships with communities • Linking diverse organizational cultures • Developing modules for comprehensive world wide perspectives • Training in regulatory skills • Development of regulations and Policy planning (how, what, when and why) • Training in decision making and resource allocation during emergency situations • Enhancing development and complete management quality • Prevention and resolution of public health problems • Assess statistics and ascertain disparities in data sources • "Applies ethical principles to the collection, maintenance, use and dissemination of information" (O' Carroll) • "Makes pertinent inferences from quantitative and qualitative data" (O'Carroll) • Proficiency in recognizing the moral, political and economic, implications of the information regarding public health 	<ul style="list-style-type: none"> • Assessment of public health needs within the community • Prediction of environmental health concerns • Strategies which affect the decision making body • Interaction with media • Interactive within the legislative process • Comprehension of organizational dynamics • Cultural Competency • Knowledge of policy, planning, development and legal aspects • Bridge interdisciplinary comprehension regarding public health training (sociology, anthropology, psychology) • Administrative/ Management skills e.g. team building, grant writing, fiscal management 	<ul style="list-style-type: none"> • Effective risk communication • Knowledge of public health related issues in terms of impact for community • Models and Strategies for Public health initiatives • Effect change in organization • Organizational dynamics and promotion within community • Developing collective partnerships with communities • Evaluate assets and resource growth • Development of political planning

References

1. Kristine Gebbie, Dr. PH RN, Inseon Hwang, MS, RN Preparing Currently Employed Public Health Professionals For Changes in the Health System *Columbia University School of Nursing Center for Health Policy& Health Services Research, New York New York, 1998.*
2. Patrick W. O'Carroll, MD MPH Informatics Competencies for Health Professionals *NW Center for Public Health Practice, 2002.*
3. Louis Rowitz, PHD Public Health Leadership: Putting Principles into Practice *Aspen Publishers Inc, 2001.*



CONTINUING EDUCATION FOR NEW JERSEY PUBLIC HEALTH PROFESSIONALS

Program Information, Application and Instructions for Sponsors

Examples of Approved Course Topics

- Addiction
- Bioterrorism and Public Health Preparedness
- Chronic Diseases
- Communicable Disease
- Community Health Leadership
- Emergency Response
- Environmental & Occupational Health
- Health Care
- Health Education
- Information Systems
- Maternal & Child Health
- Public Health Management
- Sanitation
- Women's Health

Examples of Qualified Sponsors

New Jersey Department of Health and Senior Services

New Jersey Distance Learning Network

New Jersey Department of Environmental Protection

Other State and Federal Agencies

Local Health Departments

Public Health Associations

Universities and Colleges

Consultant Educators

Colloquiums

New Jersey Department of Health and Senior Services
Division of Local Public Health Practice and Regional Systems Development
Workforce Development Program
PO Box 360 • Trenton, NJ 08625-0360 • Phone: (609) 292-4993 • Fax: (609) 292-4997
Website: www.state.nj.us/health/lh/olh.htm

New Jersey Department of Health and Senior Services
Division of Local Public Health Practice and Regional Systems Development
Instructions for Continuing Education Course Application (LH-3)

The following instructions describe the process for completing the Continuing Education Course Application. Each category below is numbered and corresponds to the items on the application.

I. APPLICANT INFORMATION

1. **New/Renewal:** Check "new" if course has never been approved for CE credits before. If this is a renewal application provide the original course number. **Recertification:** If yes, provide the original course number. The course can only be approved for a maximum of three contact hours.
2. **Sponsoring Organization:** State the name of the organization and specify Division, Office, Department, Program, etc., where applicable.
- 3-6. **Address, Municipality, State and Zip Code:** Provide the street address of the sponsoring organization.
7. **Organization Contact Person:** Provide the name of the person qualified to answer questions regarding the course and/or submitted application.
- 8-9. **Telephone and Fax Numbers:** Provide the contact person's telephone and fax numbers.

II. COURSE INFORMATION

10. Courses are assigned as either continuing education (CE) or leadership education (LE):
 - (a) Continuing Education (CE): A CE course provides knowledge to improve individual skills as it relates to one's professional needs, new techniques, policy and development relating to public health. These educational experiences are organized, structured and supported through continuous learning activities such as courses, seminars, conferences, training and education workshops.
 - (b) Leadership Credit (LE): LE provides public health management and policy development skills. These skills may manifest developing community partnerships, coalition building, information technologies, quality improvement, cultural competencies, integration of health care delivery systems with public health, and outcome evaluation. For more specific information please refer to the "Guidelines for Leadership Continuing Education Credits."
11. **Course Title:** State the name of the course that is being submitted for approval.
12. **Course Description:** Include (1) a brief overview of the course; (2) the reasons why the course is relevant to New Jersey public health professionals continuing education; and (3) any take-home materials for attendees.

13. **Learning Objectives:** List up to 4 primary educational goals of the course objectives referencing specific competencies (essential number(s) in the "Public Health Workforce: An Agenda for the 21st Century, Appendix E." Please refer to our website and/or this document is available from the US Department of Health and Human Services, Public Health Service, Office of Disease Prevention and Health Promotion, 200 Independence Avenue, SW, Room 738G, Washington DC 20201 or at www.health.gov/phfunctions.

Proposed Agenda:

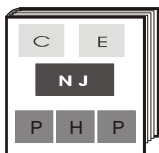
- (a) Time(s): Provide a breakdown of the schedule for the day.
- (b) Schedule: Explain what will be done for the corresponding time period.
 - "Lecture" is defined as a presentation. A question & answer session or discussion following the presentation is included in the definition.
 - "Field/lab" is defined as a field exercise or laboratory demonstration.
- (c) Curriculum: Indicate for each topic whether it pertains to course criteria for leadership and management (LE) or regular continuing education (CE) credit.

In addition, attach a copy of the course agenda.

14. **Type Course:** Check description that applies.
15. **Trainer(s) and/or Speaker(s):** Attach a list of speakers/trainers along with their curriculum vitae/credentials, experience, and presentation/expertise in the subject matter to be presented.
16. **Target Audience(s):** Check the box next to the intended audience.
17. **Total Cost per Attendee:** Give the overall cost of enrollment in this course for one person.
- 18-19. **Date(s) and Location(s):** List when and where this course will be presented. Include the specific address.
20. **Enrollment:**
 - (a) Minimum – State the fewest number of attendees required for the class.
 - (b) Maximum – State the greatest number of attendees allowed to enroll in the course.
21. **Description of Course Evaluation Method:** Describe how the attendees will evaluate the course.

III. SPONSOR AGREEMENT

22. **Sponsor Verification and Agreement Section:** The representative signs his or her name to signify the sponsoring organization's agreement to the statements within that section.



New Jersey Department of Health and Senior Services
Division of Local Public Health Practice and Regional Systems Development

Continuing Education Course Application

(Reminder: No application will be accepted after the course has been held.)

TYPE OR PRINT CLEARLY

I. APPLICANT INFORMATION

1. Check all that apply: <input type="checkbox"/> New Application Original Course Number : _____				<input type="checkbox"/> Renewal Application New Course Number: _____	<input type="checkbox"/> Recertification Course
2. Sponsoring Organization:			7. Organization Contact Person:		
3. Address:			8. Telephone Number:		
4. Municipality:	5. State	6. Zip Code	9. Fax Number:		

II. COURSE INFORMATION

10. Check one only (See Instructions for criteria to determine type of course): <input type="checkbox"/> CE Course <input type="checkbox"/> LE Course <input type="checkbox"/> Combination CE/LE	
11. Course Title:	
12. Description of Course and Take-Home Materials:	
13. Please attach a copy of the learning objectives, competencies and a proposed agenda for each day.	
14. Type of Course: <input type="checkbox"/> Teleconference <input type="checkbox"/> Videotape <input type="checkbox"/> Satellite Broadcast <input type="checkbox"/> Classroom or Conference/Meeting	
15. Trainer(s) and/or Speaker(s) (attach list according to guidelines)	
16. Target Audience(s) for which approval is requested: <input type="checkbox"/> Health Officers <input type="checkbox"/> Field Representative Health Education <input type="checkbox"/> Public Health Nurse Directors and/or Supervisor <input type="checkbox"/> Other target audiences (specify): <input type="checkbox"/> Registered Environmental Health Specialists _____	
17. Cost to Attendee: \$ _____	
18. Course Date(s): e.g. 09/30/03 1. _____ / _____ / _____ 2. _____ / _____ / _____ 3. _____ / _____ / _____ 4. _____ / _____ / _____ 5. _____ / _____ / _____	19. Location(s) (include exact address): 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
20. Enrollment: a) Minimum: _____ b) Maximum: _____	

**Continuing Education Course Application
(Continued)**

21. Description of Course Evaluation Method:

III. SPONSOR AGREEMENT

22. In accordance with N.J.A.C. 8:7-1.16, the sponsoring organization agrees to:

- (a) notify the Workforce Development Program, acting on behalf of the Public Health Council, if the course, seminar, or program is withdrawn or changed;
- (b) provide certificates of attendance to attendees;
- (c) maintain records of attendance rosters and evaluations by attendees;
- (d) cooperate in any additional reviews to verify the accuracy of the application;
- (e) provide a copy of the registration roster to NJDHSS within 30 days of completion of the course; and
- (f) include the following language on certificates of attendance: This course (seminar or program) is approved by the New Jersey Public Health Council for (# CE, LE and Total) continuing education contact hours toward meeting the requirements of Public Health Practice Standards (N.J.A.C 8:52).

I hereby certify, to the best of my knowledge and belief, that this application and its attachments are true and correct.

Signature of Organization Representative

Date

For additional information please contact the Workforce Development Program by telephone at (609) 292-4993 or telefax at (609) 292-4997, Monday through Friday from 9 am to 5 pm. Please access our website at www.state.nj.us/health/lh/olh.htm to obtain additional application forms, a copy of the rules pertaining to continuing education and a list of other approved courses.

OFFICIAL USE ONLY

Received: ____/____/____

☐ Approved

Reviewed: ____/____/____

☐ Denied

Signature _____

Approved for: # LE Hours _____

 # CE Hours _____



Continuing Education for
New Jersey Public Health Professionals

SAMPLE

Special Course Attendance Registration for
New Jersey Public Health Professionals
Seeking Contact Hours **ONLY**

This document, or a similar record is required to be used as the official course registration record for **ONLY** public health professionals who, at the time of registration, declare their intention to seek a certificate of contact hours upon completion of the course in order to meet the requirements of Public Health Practice Standards. Upon successful course completion, the registrar must indicate those persons who were given certificates by placing a check in the box on the right. A copy of this course record must be provided to the Workforce Development Program; the course sponsor shall maintain the original record.

RECORD OF ATTENDANCE

Course Title _____ Date of Course ____/____/____

Registrar's Name _____ Course Number ____ - ____

Credits: _____ CE _____ LE

Health Official License I.D. #	Name (Print)	Signature	Title	Address Company/Dept., Street, City, Zip	For Use by Registrar

Registrar Name: _____ Registrar Phone: _____

As course registrar, I certify that the public health professionals above have attended this course. I have placed a check next to those person's names who have completed the course and to whom I have provided a certificate of attendance.

Signature

Date



**Continuing Education for
New Jersey Public Health Professionals**

SAMPLE

Letter of Attendance

An original of this document, or a similar record, must be provided by the course sponsor to the public health professional who is seeking contact hours upon successful completion of the continuing education course. Attendees should maintain this record as proof of attendance. The course sponsor is not required to submit copies to the Department of Health and Senior Services.

LETTERHEAD OF COURSE SPONSOR

Sponsor Name
Sponsor Address
Date

To Course Attendee:

Records maintain by this office indicate that the participant named below attended the continuing education course numbered/entitled: (CE or LE / ____ ____ ____ ____)
_____ on _____, 20 ____.

This course (seminar/program) is approved by the Public Health Council for the following continuing education contact hours toward meeting the public health professional continuing education requirements of Public Health Practice Standards: CE (#) ____ LE (#) ____
Total (#) _____.

Participants please complete the following statement. I have attended the above course and will provide copies of this report of contact hours to any party having an interest in my record of continuing education.

Participant Name (Print)

Participant Signature

Course Provider Signature



Continuing Education for
New Jersey Public Health Professionals

SAMPLE

Course Evaluation Form

This form, or a similar record, must be completed by course attendees and maintained by the course sponsor. Do not return completed forms or copies to the Department of Health and Senior Services.

Course Evaluation

Course Title _____ Date(s) of Course _____

The purpose of this form is to provide you with an opportunity to give feedback on the course you have just attended. This evaluation is important because it provides information to improve this course.

Please check the appropriate boxes and offer any comments you may have about the course:

Element	Excellent	Good	Fair	Poor	Comments
Quality of Instruction					
Relevance of Material					
Organization of Course					
Participation/Discussion					
Interest of Material					
Facility Conditions					
Overall Evaluation					

Please answer the following questions:

Would you recommend this course to others in your profession? ☐ Yes ☐ No Why or why not?

What (if any) public health skill/knowledge did you acquire as a result of attending this course?

Suggested Course Topics

Additional Comments